

CHAPTER: 300

Business/Budget

DEPARTMENT ORDER:

305 – Establishment/Funding of New  
Department Programs

OFFICE OF PRIMARY  
RESPONSIBILITY:

IP&R

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ACCESS

☐ **Contains Restricted Section(s)**

# Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "David Shinn", is written over a horizontal line.

David Shinn, Director

**TABLE OF CONTENTS**

**EXPECTED PRACTICES ..... 1**

**PURPOSE ..... 1**

**PROCEDURES ..... 1**

**1.0 DEVELOPMENT OF NEW PROGRAMS..... 1**

**2.0 EXECUTIVE STAFF ..... 2**

**3.0 PROGRAM IMPLEMENTATION..... 2**

**DEFINITIONS/GLOSSARY ..... 2**

**FORMS LIST ..... 2**

## **EXPECTED PRACTICES**

American Correctional Association (ACA) Expected Practices: 5-ACI-1B-15

## **PURPOSE**

In order to effectively control the limited funds allocated to the Department during the fiscal year, no new programs **that require budget resources** shall be implemented unless the programs are essential to the operation of the Department. This Department Order establishes procedures to request approval for new programs that would be beneficial to the Department. {5-ACI-1B-15}

## **PROCEDURES**

**1.0 DEVELOPMENT OF NEW PROGRAMS** – No Department program shall be considered or implemented without compliance to the provisions of this Department Order. **Inmate Programs and Reentry shall maintain a master list. No new programs that require budget resources shall be implemented unless the programs are essential to the operation of the Department.**

- 1.1 The appropriate Assistant Director in which a new program is to operate shall submit a **New Program Proposal Request**, Form 305-1, containing the following:
  - 1.1.1 An issue statement; written in the form of a question which specifically describes the program **background and description**.
  - 1.1.2 A list of advantages of implementing the proposed program. Provide specific detail about the benefit of the proposed changes.
    - 1.1.2.1 For example, will the addition of the program reduce recidivism, improve inmate programming, streamline operations, enhance security, or result in cost savings.
  - 1.1.3 A list of disadvantages of implementing the proposed program. Provide specific detail about the disadvantages of the proposed changes.
    - 1.1.3.1 For example, will the addition of the program negatively impact recidivism, inmate programming, operations, security, or result in increased costs.
  - 1.1.4 A fiscal impact statement; identifying estimated cost or cost savings associated with the addition of the new program. Include enough detail to understand the assumptions and methodology used to arrive at the estimated fiscal impact. Describe the funding plan for any new costs.
    - 1.1.4.1 **Upon receipt, the Department Chief Procurement Officer and/or General Counsel shall review and provide signature for approval or denial.**
  - 1.1.5 Recommendation for the proposed program, which shall include a brief implementation plan and timeline.
- 1.2 Attach any supporting documents to the **New Program Proposal Request**.

1.3 Distribute the completed **New Program Proposal Request** to all Executive Staff members.

**2.0 EXECUTIVE STAFF** – Executive Staff members shall discuss the **New Program Proposal Request** at Executive Staff meetings and make recommendations to the Director, in accordance with Department Order #112, Department Meetings.

**3.0 PROGRAM IMPLEMENTATION** – Only programs that are approved by the Director, following Executive Staff review, shall be implemented.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms for the following:

- New Program
- Program

## **FORMS LIST**

305-1, **New Program Proposal Request**